

HAROLD WOOD PRIMARY SCHOOL
Recreation Avenue, Harold Wood, Romford, Essex. RM3 0TH
Telephone: 01708 345473

AFTER SCHOOL CLUB & BREAKFAST



AT HWPS

After School & Breakfast Club Information Pack

About the Club

Background

The Harold Wood Primary Breakfast Club (BC) provides childcare for children from Reception through to Year 6. It is open from 7:30am until the start of the school day, weekdays during term time* and is based within the school.

The Harold Wood Primary After School Club (ASC) provides childcare for children from Reception through to Year 6. It is open from the end of the school day until 6.00pm weekdays during term time* and is based within the school.

*(*except when the School is closed, e.g. on Bank Holidays, Staff Training Days, when the School is utilised as a Polling Station and when the school is closed due to adverse weather conditions.)*

Aims

These Clubs aims to provide a safe, secure, fun and relaxed environment for the children in its care, and will endeavour to provide an atmosphere and activities that the children will enjoy.

Activities

The Club offers a range of activities catering for the varied age groups including board games, reading, dressing-up, craft activities, construction, sport and much more. The children are able to choose which activity they would like to take part in and the Club provides different activities each day. The children are involved in developing the programme of activities.

Organisation/Staffing

The BC and ASC staff are directly employed by Harold Wood Primary School and comprise of a Supervisor and a team of BC and ASC assistants. The ratio of club Leaders to children is 1:15.

Policies and Procedures

The BC and ASC operates in accordance with the existing policies and procedures of Harold Wood Primary School, which are available on request from the School Office or on our School website.

Terms and Conditions

Admission

It is our intention to make the Breakfast and After School Clubs accessible to children and families of the Harold Wood Primary School Community only. Admission to the club is organised by the Supervisor and a waiting list system may be implemented if and when the need arises. The waiting list will be operated on a first come first served basis, with the exception of siblings who will be given priority to attend the same day as his/her sibling. Please note that your child's place is not guaranteed unless you have completed the online booking process and chosen the correct option for payment. Also, please be advised that your child's place is not guaranteed for the following half term just because they have always attended on certain days. You are required to complete online booking at the start of every half term.

Parents/Carers must complete and sign a registration form for each child attending the BC and ASC. All information provided to the Clubs concerning your child will be treated as confidential.

Fees (Subject to review on an annual basis)

BC:

The fee scale from Monday 26th February 2024 is as follows:

£6 per session per child for Reception – Year 6 7:30am to 8:40am

There is no sibling discount for BC.

£7 per session, per child – for any on the day bookings.

ASC:

The fee scale from Monday 26th February 2024 is as follows:

£12.00 per session for Reception – Year 6: 3.20pm to 6pm

£10.00 per session per sibling: 3:20pm to 6pm

£15 per session, per child – for any on the day bookings.

Examples:-

2 children - Reception - Year 6 fees are £12.00 and £10.00 = £22.00 per session

2 Children – Reception - Year 6 Twins fees are £12 and £10.00 = £22.00 per session

3 children – 3 x Reception - Year 6 fees would be £12.00, £10.00 and £10.00 = £32.00 per session

Fees are payable half-termly at the start of each half term, and need to be paid at the time of booking on ParentPay. If you are paying by childcare vouchers, please ensure you choose the correct option from the drop down in order to book your child's place.

Childcare Voucher payments – please only use this option if you are paying via childcare vouchers or student finance. Please ensure a completed CV form is returned to Mrs Coleman at the time of payment.

These fees will be payable for all sessions booked (fees will only apply when the school is open for pupils). No refunds will be payable in the event that your child(ren) are away due to sickness or on holiday or if someone collects them at the end of the school day – ParentPay does give you the option to make changes/ cancellations up until 6PM the day before the next session. If you need to change/ cancel after this time you will need to contact Mrs Coleman who can make the amendment, but you may still be charged for that session.

On the day bookings – these cannot be done by the parent – you will need to book via Mrs Coleman.

The charge for on the day bookings is £7 for BC and £15 for ASC per child, with no sibling discount – it will be added to your account by Mrs Coleman. You will not be able to make any future bookings until the amount has been paid on ParentPay.

Absence from the Club

Please ensure that you inform the BC/ ASC if your child(ren) will not be attending. Even if you have informed the School Office, we still need to know so please text us on the **BC/ ASC mobile number (07933 681561)**.

If you know in advance of any days when your child(ren) will not be attending during the following week, please try to let the Supervisor know by Thursday at the latest. In cases of illness or emergency when notice cannot be given, please text as soon as possible.

All sessions requested on the online booking must be paid for irrespective of whether your child(ren) attend that session or not. If you cancel a session within the provided time frame, it will appear as a credit on your account.

Arrival and Departure

BC - Breakfast club starts from 7:30am and is accessed via the Junior Hall entrance.

ASC - Junior children will proceed directly to the ASC, which will be located in the Junior Hall on Monday, Tuesday, Wednesday, Thursday and Friday. Infant children will be escorted to the hall by a member of school staff at 3.20pm for registration.

Children should be collected by a named adult, pre-advised on your registration form(s). All children will be signed out by an adult on collection. If it is not possible for you or whoever is assigned to collect your child to do so and you are asking somebody else, please advise us on the ASC mobile number (07933 681561). We will adopt an agreed password system to ensure we can identify the person collecting.

The Club finishes at 6.00 pm. If you are delayed for whatever reason please telephone the Club mobile number (07933 681561) to let us know. **A late payment fee of £15 per 15 minutes will be charged if your child is collected after 6 pm, from 6:01pm onwards. This will be applied as a debit to your account and you will not be able to book another session until the fee has been paid via ParentPay.**

You may also be asked to make further contributions towards any extra staff costs incurred.

If lateness persists then the child's place at the ASC will be withdrawn.

Do not walk through the staff car park to reach the junior hall to collect your child(ren).

Child Protection

Our aim is to create an environment in which children are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to. We comply with local and national child protection procedures and ensure that all staff are appropriately trained. As indicated above, the ASC follows the existing policies of Harold Wood Primary School, including current child protection

safeguarding procedures. Details of these are available from the School Office or on the Harold Wood Primary School website.

Equal Opportunities

The BC and ASC are committed to equal opportunities as stated in the School's Equal Opportunities policy.

Special Needs

The BC and ASC makes every effort to accommodate and welcome any child with special needs. We work in liaison with parents and relevant professionals to meet the child's specific needs.

Behaviour

The clubs operate a behaviour policy in accordance with agreed school policies.

Children are expected to respect each other, staff and visitors.

Staff encourage an atmosphere of care and consideration between all members of the club including children, staff and visitors.

The clubs encourage appropriate behaviour through praise for good behaviour, emphasis on co-operative play and sharing, talking to children with the courtesy that we expect from them and engaging children in activities.

The clubs do not tolerate bullying, aggressive, confrontational or threatening behaviour or behaviour intended to result in conflict.

The Club has procedures for dealing with unacceptable behaviour. In the case of violence or behaviour that poses an immediate danger a child will be required to be collected immediately. As an ultimate sanction a child may be excluded from the Club.

Illness

We are unable to care for children who are unwell.

Please inform the Supervisor in the event of your child contracting any infectious illness. If your child has had sickness or diarrhoea please do not send him/her to the club for 48 hours after the illness has ceased, in accordance with school policy.

Accident and First Aid

Every precaution is taken to ensure the safety of the children at all times and the Club is fully insured under the School's policies. Staff are trained in first aid and a first aid kit is kept on the premises. In line with the School's policies, the Club follows an accident procedure and fire drills are carried out from time to time.

Medication

In line with the School's policy we are not permitted to administer medication unless a medical form has been completed and signed by the parent.

Complaints Procedure

The BC and ASC are run for our school community. We value the opinions of all. If you have any queries, comments or need to discuss any matters concerning your child, please feel free to speak in confidence to the Supervisor, or any other member of the clubs' staff.

Verbal complaints will be brought to the next staff meeting for discussion and action.

All written complaints will be investigated in line with the School's complaints policy.

A full copy of the Harold Wood Primary School's complaints procedure and policy is available on request.

General Information

If your child realises that they have left something in their class during or after attending the After School Club it will not be possible for them to go to the class to retrieve the item as it is not possible for them to have supervision to and from the classroom.

It will not be possible for any adult collecting their child(ren) to use the toilet facilities within the After School Club as these are used by children. Safeguarding is an important aspect within the school (see the Child Protection and Safeguarding Policy available from the main office).

Polite Note:

Please only contact Mrs Coleman during Breakfast Club & After School Club hours (7:15-9am & 3-6PM). Communication is not monitored out of hours or at the weekends. You are more than welcome to leave a message and it will be responded to asap.

An **example** of the Breakfast Club menu is as follows:
(children can have a selection of 1 hot and 1 cold breakfast)

- Brioche
- Cereal
- Fruit
- Waffles
- Pancakes
- Bagels
- Yoghurt
- Toast

Also fresh water, milk and fruit squashes will be served throughout the session.

An **example** of the After School Club menu is as follows:

<u>Monday</u> Fish Finger Sandwich Fruit/ Yoghurt Snack: Biscuit
<u>Tuesday</u> Hot Dog Jelly/ Fruit Snack: Cup Cake
<u>Wednesday</u> Pizza Fruit/ Yoghurt Snack: Cheese + Crackers
<u>Thursday</u> Sausage Roll Fruit/ Yoghurt Snack: Breadsticks + Raisins
<u>Friday</u> Chicken Nuggets Fruit Smoothie Snack: Popcorn

In addition, there will be ham/ Cheese/ tuna sandwiches for those that do not like the menu on the day. Also fresh water, milk and fruit squashes will be served throughout the session.

Contact Information

Address: BC/ ASC at Harold Wood Primary School
Recreation Avenue
Harold Wood
Romford
Essex
RM3 0TH

Club Mobile Number: 07933 681561

School Office Number: 01708 345473

Ofsted Registration No: 102269

Club Supervisor: Mrs K Coleman

School Business Manager : Miss K Alexander